### INTER FAITH NETWORK FOR THE UK



### Project Assistant

**Fixed term contract October 2019 to March 2020**

**(possibility of extension, see below)**

**circa £23,500 - £25,000 per annum pro rata**

**depending on experience and qualifications**

**Closing date for applications: 2 October 2019**

**Interviews: 7 October 2019**

The Inter Faith Network for the UK (IFN) is seeking to appoint a capable and motivated individual with a strong commitment to building good inter faith relations in the UK. The post is a short term one, with the possibility of renewal subject to funding. It would be ideal for someone who has the right skill set and personal qualities and is keen to work as part of a small but dedicated team, supporting a diverse Board, to contribute to building inter faith understanding and cooperation in the UK.

IFN works to promote inter faith understanding and cooperation in the UK. As part of this, it links in membership a wide range of organisations including: national faith community representative bodies; national, regional and local inter faith organisations; and academic and educational bodies. It shares information and good practice to help support the development of good inter faith relations at national and local level in the UK and also publishes resources for that. Its Faith Communities Forum brings together member national faith community representative bodies. IFN is an independent charity which receives support towards its work from faith communities, Government, trusts and other donors. Its Board is chaired by Co-Chairs Jatinder Singh Birdi and the Rt Revd Jonathan Clark. Further information about IFN’s work can be found at [www.interfaith.org.uk](http://www.interfaith.org.uk). One of its major programmes is Inter Faith Week [www.interfaithweek.org](http://www.interfaithweek.org).

**About the role**

The Project Assistant will support the Executive Director and other staff through the following types of activities:

Helping IFN support local inter faith engagement

* Researching the work of local groups, including through online research and talking to contact people
* Researching and updating contact details for local inter faith bodies
* Drafting material about local inter faith activity for publications and social media, including development of case study material
* Servicing meetings held by IFN for local inter faith groups (note taking and photography and other assistance)
* Occasional attendance at events held by local groups (may include travel within the UK), including Inter Faith Week events
* Supporting the development of planning for IFN’s work in the area of local inter faith support

Fundraising

* Providing support to the Executive Director and other staff on Trust/ grant applications and online fundraising

Communications

* Supporting the Executive Director and Inter Faith Development Officer on social media campaigns and communications

Other

* Supporting the Assistant Director with updating of information relating to educational and academic inter faith initiatives
* Other duties from time to time as required.

There will be opportunities to attend some relevant external events.

**Qualifications and Personal qualities and skills**

Essential

* Commitment to the goal of helping build good inter faith relations
* Basic knowledge of inter faith and wider diversity issues in the UK
* Degree (2.2 or above), or equivalent
* One year’s employment experience or internships and volunteering experiences equivalent to that
* Excellence in the following skills:
  + communication – able to write fluently, clearly, succinctly and accurately and to summarise material effectively (these skills will be tested if called to interview)
  + time management and planning - including working effectively to deadlines
  + IT and social media skills - including proficiency in Excel and Word, use of Facebook, Twitter and Instagram, and ability to learn and adapt to use of new software packages and systems
  + Research skills – in particular tracking down reliable information online, and through communication with people with relevant expertise/ knowledge
* Excellent attention to detail
* Diplomatic manner
* Punctuality and conscientiousness
* Ability to work well in a team and to work consultatively with colleagues
* Typing speed of minimum 40 wpm with accuracy (this will be tested if called for interview)
* Ability to undertake occasional travel for work to other locations within the UK, particularly during Inter Faith Week (10-17 November)

Desirable

* Experience of communications work within an organisation
* Experience of report writing for an organisation
* Experience of data entry
* Experience of proof-reading/ editing copy
* Photography and videoing skills
* Experience of working with a faith community or communities

**Employment Information**

**What we offer you:**

* The chance to engage with faith and inter faith bodies and other types of agencies and organisations
* The opportunity to strengthen your skills in areas such as communication and inter faith engagement
* The chance to work within, and learn more about, the charity and voluntary sector

**Who we are:** IFN’s work is described on the first page of this job description. IFN is governed by a diverse, multi-faith Trustee board, led by Co-Chairs Jatinder Singh Birdi and Bishop Jonathan Clark. The IFN office is staffed by a small but committed team, led by IFN’s Executive Director, Dr Harriet Crabtree OBE. You can find out more about IFN’s people at <https://www.interfaith.org.uk/about/people>.

**Salary:** The salary will be £23,500 to £25,000 *pro rata* per annum, exact level dependent on skills and experience.

**Location:** The usual place of employment is at 2 Grosvenor Gardens, London SW1W 0DH.

**Hours of work:** The post is full time, 35 hours per week. The usual hours of work will be 9.30am to 5.30pm, Monday to Friday. From time to time it may be necessary to work beyond normal working hours to meet the demands of the job. No overtime payment will be made but time off will be given in lieu.

**Benefits:** There is an annual entitlement to 20 days holiday, *pro rata*, (in addition to public holidays) the timing of which needs to be agreed in advance in order to take office requirements into account. The post will be covered by IFN’s pension arrangements.

**Period of employment:** This is a fixed term post from October 2019 to March 2020.

**Probationary period:** There will be a probationary period of six weeks, which may be extended.

**Equal Opportunities Policy**

#### The Network aims to be an Equal Opportunities Employer and values the contributions which individuals from different backgrounds and with different life experiences can bring to its work. Since the Network’s aims relate specifically to inter religious relations, it has a commitment to developing, consistent with current legislation on discrimination, a religiously diverse staff team.

Applicants will be invited to indicate whether they have a disability and need adjustments to enable them to apply for the post, take part in the selection process or carry out the job as advertised.

# Entitlement to work in the UK

All candidates invited to interview will be asked to provide copies of the relevant documentation showing that they are entitled to work in the UK.

#### Application process

Please complete the application form, typing or handwriting in black or dark blue ink, and return this by **2 October 2019**, with a short handwritten covering letter addressed to Dr Harriet Crabtree OBE, Executive Director, Inter Faith Network for the UK, 2 Grosvenor Gardens, London SW1W 0DH. Please do not enclose a CV instead of or in addition to the form.

Queries

If you have any queries about this post, please ring 020 7730 0410 or email [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk).

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